

Appendix H - Charges & Remissions Policy¹



Chawson First School Charging and Remissions Policy November 2025

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. This policy has been written to reflect the DfE advice regarding 'Charging for School activities' May 2018 and Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definition

The school day is defined as: 8:40am – 11:45am and 1:00pm - 3:10pm for Year R and KS1; 8:40am – 12:00 noon and 1:00pm – 3:10pm for KS2. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy regularly.

Policy statement

It is the aim of our school that all educational visits offered should enhance the curriculum, enriching the children's knowledge and understanding. During the school day, all activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

It can exclude charges made for teaching an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing where tuition is provided at the request of the pupil's parent. The charging for Music Tuition (England) Regulations 2007 set out the circumstances in which

¹ Guidance about Charges and allowances can be found in the "Information for parents' booklet" This explains when charges can or cannot be made e.g., for instrumental music tuition, residential activities, swimming, examinations, school meals and milk, etcetera and gives guidance on charges for families on low income. The Charges and Remissions policy should be available to parents and carers.

charges can be made. No charge will be made in respect of a pupil who is looked after by the Local Authority (Section 22 (1) of the Children Act 1989)

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, educational visits at the school or educational trips. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or choose not to make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel activities. The school will make this clear to parents when arranging the activity.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example football club, theatre visits. These activities are those which are not

- part of the National Curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education

Optional extras which can be charged may include:

- Extended day service offered to pupils such as a breakfast club, after school club or supervised homework sessions.
- Additional hours in preschool that are above the "universal" (15 hrs) or "additional" (15hrs) allocation. Any additional hours booked will be charged at £5.50 per hour. Invoices for these additional hours will be raised a month in arrears. The school's terms of business is strictly 30 days from the date on the invoice. Late payments will incur late payment fees of £20 per month for administration, these fees will be compounded every month until payment is received.
- Parents will be charged for board and lodgings during residential Visits. When parents are informed about forthcoming residential visits they will be notified that those who can prove they are in receipt of the following benefits, or where their child is deemed a pupil premium child, will be exempt from paying the cost of board and lodging. The following benefits are those required to claim free school meals for a child:
 - Income support;
 - Income Based Job Seekers' Allowance;
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
 - Working tax credit run on paid for 4 weeks after you stop qualifying for working tax credit
 - The guarantee element of State Pension Credit; and
 - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through the school's delegated budget, school fund or voluntary donations.

Any parent known to have financial difficulties may be invited to discuss the matter with the Headteacher so that an appropriate solution based on individual circumstances can be made.

Any subsidy provided by the School will be met from the school's delegated budget, school fund or voluntary donations. Contributions for entrance fees are refundable if any child is absent on the day of the visit. However, coach fares cannot be refunded, where charged. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation. The school will make it clear that to parents that there is no obligation to make any contribution and that the activity cannot be funded without voluntary contributions and so may need to be cancelled at the outset.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their child causes breakages or damage to school property.

Approved by Governors' Finance Committee: November 2025